



University of East Anglia

Information Services Directorate

Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010

Web: <http://www.uea.ac.uk>



29 February 2016

Dear

Freedom of Information Act 2000 – Information Request (Our Ref: FOI_16-041)

We have now considered your request of 01 February 2016 as clarified on the same date for information relating to expenditure on, and nature of, IT services at UEA. We regret that on this occasion it is not possible to respond.

As noted in our email to you of 01 February 2015, there are a very large number of units within the University which would be in a position to have expenditures within 2015 that would fall within the category of 'IT spend'.

In my email of 05 February I did note that if your request was for systems administered both centrally and 'locally' (i.e. at School or administrative unit level), it would be highly likely that the time it would take to locate and recover the information would be in excess of the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, relates to a request in its entirety. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

As you have requested information for all systems whether centrally or locally administered, we would be required to locate information from all devolved cost centres within the University. This is due to the fact that whilst we can centrally source those items that are directly coded to specific IT related accounts codes, it is up to each faculty finance office to code invoices, and it is quite possible that a number of IT consumables (such as toner cartridges) may be charged to Office Supplies/Stationery rather than the Computer/IT consumables codes.

We have estimated that, if we simply set the number of units affected at 40, it would take less than ½ hour's work on the part of each of them to exceed the appropriate limit. It is our belief that this limit has already been reached, even without accounting for the large number of research projects in a position to contract for the systems of interest to you.

As indicated in my email of 05 February, if we limit the request to systems that are administered centrally by our Information Services Directorate, we would be in a position to respond to your request. As an alternative, were you to exclude personnel costs from the request, and accept a figure for IT spend based upon central finance figures that did not take into account IT consumables, we would be able to provide a response.

It is our judgement that any request for systems administered locally would exceed the appropriate limit for the reasons outlined above. Any request(s) arising from this current request will be treated as new request(s) under the Act, rather than a continuation of this current request.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner whose [contact details](#)¹ can be found on their website.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia

¹ https://ico.org.uk/Global/contact_us